

CY

1953

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Security Information

31 January 1953

MEMORANDUM FOR: The Registrar
FROM: Management Training Division, OTR(G)
SUBJECT: Supervisory Training during January

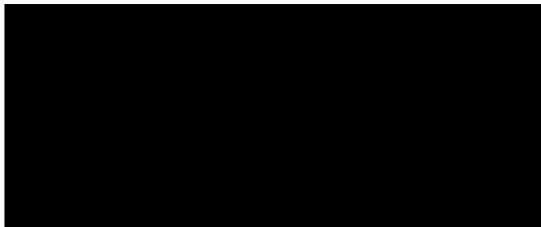
During the month of January 1953, the following supervisory training was conducted by members of the Management Training Division:

OCD.	33 supervisors	4 $\frac{1}{2}$ hours	148.5
OCD.	10 supervisors	1 hour	10.0
FDD.	33 supervisors	4 $\frac{1}{2}$ hours	148.5
FDD.	18 supervisors	2 $\frac{1}{2}$ hours	45.0

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The above instruction was within the activities of the CIA Human Resources Program.

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Chief, Management Training Divisioncc.


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28 February 1953

MEMORANDUM FOR: The Registrar
FROM: Management Training Division, OTR(G)
SUBJECT: Supervisory Training during February

During the month of February 1953, the following training was conducted in the Human Resources Program by members of the Management Training Division:

FDD.	<u>18</u> supervisors	2 hours	36.0
OCD.	32 supervisors	4 ¹ / ₂ hours	144.0
OCD.	45 supervisors	1 hour	45.0
TSS.	<u>15</u> supervisors	1 hour	15.0

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Chief, Management Training Division


31 March 1953

MEMORANDUM FOR: The Registrar
FROM: Management Training Division, OTR(G)
SUBJECT: Supervisory Training during March

During the month of March 1953, the following training was conducted in the Human Resources Program by members of the Management Training Division:

Medical Office	8 supervisors	3½ hours	28.00
OCD	25 supervisors	1 hour	25.00
OCI	8 supervisors	1 hour	8.00

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Chief, Management Training Division

April report

4 June 1953

MEMORANDUM FOR: The Registrar

FROM: Management Training Division, OTR(G)

SUBJECT: Supervisory Training during APRIL 1953

During the month of April 1953, the following training was conducted in the Human Resources Program by members of the Management Training Division:

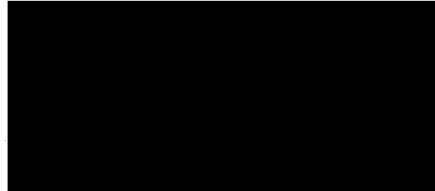
Commo	13 supervisors	4½ hours	✓
Commo	15 "	2½ "	
FDD/oo	49 "	1 "	
FE	12 "	2½ "	
Medical Office	8 "	1 "	
OGD	64 "	1 "	
OGD	27 "	1 "	
TSS	21 "	4½ "	✓
TSS	9 "	4½ "	✓
TSS	7 "	4½ "	✓

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The following training was conducted in cooperation with the General Services Office in the Records Management Training Program:

Supervisors from all offices of the Agency	90	"	10
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Chief, Management Training Division

4 June 1953

MEMORANDUM FOR: The Registrar
 FROM: Management Training Division, OTR(G)
 SUBJECT: Supervisory Training during M A Y 1953

During the month of May 1953, the following training was conducted in the Human Resources Program by members of the Management Training Division:

Commo	10 supervisors	4½ hours	/
Commo	18 "	2 "	
Commo	15 "	2 "	
FE	18 "	2½ "	
FE	14 "	4½ "	✓
FE	13 "	4½ "	/
FE	12 "	2 "	
OCD	25 "	1 "	

125

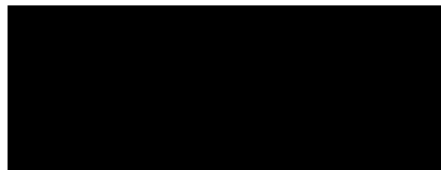
The following training was conducted in cooperation with the General Services Office in the Records Management Training Program:

Supervisors from
 all offices of
 the Agency

90 supervisors

10 hours

25X1A



Chief, Management Training Division

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18 June 1953

MEMORANDUM FOR: The Registrar

FROM: Management Training Division, OTR(G)

SUBJECT: Human Resources Program, 1 August 1952 - 30 June 1953,
Enrolment Figures

The following numbers of supervisors from the offices indicated participated in the initial phase (4 group meetings and a $\frac{1}{2}$ hour individual conference for each supervisor) of the Human Resources Program in Fy 1953:

ORR	20
OGD	140
Med. Office	8
FDD	51
TSS	38
Commo	63
FE	<u>58</u>
TOTAL	378

One hour follow-up meetings were conducted in the following offices:

OGD	Two one-hour meetings for each group of supervisors	280	total attendance
FDD	Two one-hour meetings for each group of supervisors	<u>102</u>	total attendance
Total		382	

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Chief, Management Training Division

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30 June 1953

MEMORANDUM FOR: The Registrar
FROM: Management Training Division, OTR
SUBJECT: Supervisory Training during JUNE 1953
and Yearly Total for Fy 1953

During the month of June 1953, the following training was conducted in the Human Resources Program by members of the Management Training Division:

OCD	1 hr. follow-up meetings for two groups	22
FE	2 hrs. with one group of supervisors who commenced program late in May	18
OC	Began and completed $4\frac{1}{2}$ hr. program with one group	15
FDD	1 hr. follow-up meetings for three groups	43
Total		<u>98</u>

Total number of supervisors participating in the CIA Human Resources Program for the initial phase 378

Total attendance at follow-up meetings in the Human Resources Program in OCD and FDD 382 \pm

Total average attendance at ten meetings conducted for Records Management Officers 25X1A 90

*These are our
official Fiscal 53*

*Base figure
for all future reference.*

Chief, Management Training Division

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